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11 October 1951

MEMORANDUM FOR: Deputy Assistant Director/Office of Communications
FROM: Executive Secretary/Career Service Committee
SUBJECT: Participation in Career Service Working Groups

1. This will acknowledge our conversation the other day regarding participation by the Office of Communications in several Career Service Working Groups.

2. It is fully recognized that each of the many units of CIA has a large stake in the Career Service Program and, therefore, in the day to day deliberations of the several Working Groups. The Committee has adopted a policy of keeping each Working Group as small as possible in order that the Group may more effectively fulfill the directive which the Committee will issue. In keeping the size of the Working Group small, it is recognized that many units of CIA will not have formal participation in the subject matter being considered by the Working Group. It is, however, the responsibility of the Working Group to ensure that the interests of each and every unit of CIA are adequately considered. In practice, the Working Groups will be responsible for inviting representatives of other units of CIA to confer with them and to present problems that are peculiar to that unit. After the Working Group makes its recommendation to the Career Service Committee, the Committee will coordinate with all units of CIA its findings prior to formal presentation to the DCI for his approval.

3. I am glad that you have raised these points and will see that they are presented to the Career Service Committee at its meeting on 15 October.

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Executive Secretary

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